

ADMINISTRATIVE REQUIREMENTS



File Record of Continuing Education Credits in School

Administrator's Personnel Folder

The Revised School Code Section 380.1246 and accompanying Rule 380.1201 require that school administrators complete at least 6 semester hours of credit or the equivalent in state board continuing education credits during each 5 year period of employment.

To comply with these requirements, the following must be kept current and updated annually in the administrator's personnel folder:

1. Copy the "Record of Continuing Education Credits for School Administrators" with appropriate signatures.

The support material on the following pages provides more specific and detailed information, as well as suggested forms and formats when appropriate.